GRANT APPLICATION - INVITATION TO BID (ITB) / CALL FOR PROPOSALS

Department for Education

**INVITATION TO BID (ITB) for the Academy Ambassadors service**

1. Your organisation along with others is invited to offer a bid for provision of the above service to the specification outlined in the attached documents. Enclosed are:

 Document 1 Instructions and Information on the Bidding Procedures

 Document 2 Specification for Providing the Academy Ambassadors Service

 Document 3 Evaluation Criteria

 Document 4 Qualification Questionnaire and Declaration

1. Please read the instructions on the bidding procedures carefully. Failure to comply with them may invalidate your bid which must be returned by the date and time given below.
2. Your bid must be emailed to academy.trusteesupport@education.gov.uk no later than ***midnight on 19 January 2018***. Bids must be marked “Bid - for the Academy Ambassadors service” in the subject field. Late bids will **not** be considered.
3. Contact should **not** be made with any member of the Department other than via academy.trusteesupport@education.gov.uk regarding this Invitation to Bid (ITB), as this may invalidate your application.
4. If, having read the enclosed requirement, you decide not to submit a bid, please send your reasons (though you are under no obligation to do so) to academy.trusteesupport@education.gov.uk marked “No Bid” in the subject field.
5. The enclosed Document 1 contains further information and clarification of the Department’s requirement.

**DOCUMENT 1**

**INSTRUCTIONS AND INFORMATION ON BIDDING PROCEDURES**

1. These instructions are designed to ensure that all bids are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified.
2. Please contact academy.trusteesupport@education.gov.uk (marked “Question” together with the name of your organisation in the subject field) if you have any doubts as to what is required or if you have difficulty in providing the information requested. Pre-bid negotiations are **not** allowed.
3. Please raise any queries you may have via the above mailbox address **prior** to submitting your bid application. The deadline for receipt of clarification questions is: ***midnight on 29 December 2017.***
4. Please note that references to the 'Department' throughout these documents mean The Secretary of State for Education acting through her representatives in the Department for Education.

**Grant Period**

1. We will provide the successful organisation with the final version of the DfE grant funding agreement. This agreement will set out our expectations of the successful applicant and the successful applicant will be required to accept the final version in full.
2. A grant funding agreement with the successful organisation will be finalised in ***mid to late February 2018*** with the intention of issuing a final grant funding agreement by ***late February 2018***. The grant funding is for two years. The Department has the option to extend for a 3rd year with the agreement of the provider.
3. The Department has established the following indicative timetable.

|  |  |
| --- | --- |
| **Milestone** | **Target Completion Date** |
| **Start** | **Finish** | **Duration Calendar Days** |
| Publish Contract Notice (Call for Expressions of interest from the market) - Contracts Finder | 14/12/17 | 14/12/17 | 1 |
| Issue of Invitation to Bid (ITB) Proposal  | 14/12/17 | 14/12/17 | 1 |
| Deadline for submission of clarification questions | 29/12/17 at midnight | 15 |
| Deadline for receipt of bids via academy.trusteesupport@education.gov.uk  | 19/01/18 at midnight | 1 |
| Evaluation and Clarifications of Bidders’ Proposals | Before 30/1/18 | - |
| Notify bidders of decision outcome | Early February 2018 | - |
| Standstill period | Early February 2018 | 10 |
| Anticipated Issue of Grant Agreement Award | Mid to late February 2018 | - |
| Grant Commencement  | 1/4/18 | - |

1. Whilst the Department will make every effort to keep to the above timetable, no guarantees are given.
2. We will endeavour to communicate any changes to above dates to all bidders via email.

**Incomplete Bid**

1. Bids may be rejected if the information asked for in the ITB and Specification is not given at the time of bidding.

**Returning Bids**

1. Bids must be emailed to academy.trusteesupport@education.gov.uk no later than **midnight on 19 January 2018**. Bids must be marked “Bid” with your organisation name in the subject field. Late bids will not be considered.

**Receipt of Bids**

1. Bids will be received up to the time and date stated. Those received before the due date will be retained unopened until the deadline. It is the responsibility of the bidder to ensure that their bid is delivered not later than the appointed time.

**Acceptance of Bids**

1. Your bid is not an agreement or grant. Meeting the selection criteria does not guarantee funding. Funding is limited and applications will be assessed and prioritised according to the extent to which they meet the selection criteria. Only high quality applications are likely to be considered for funding.
2. The Department reserves the right to apply its discretion to the amount of funding that is to be awarded to the successful applicant. This may be in full accordance with the Applicant’s proposal. However, if the Department deems that only part of the proposal is acceptable, in terms of the stated deliverables, then it reserves the right to award funding on that basis.

**Inducements**

1. Offering an inducement of any kind in relation to obtaining this or any other grant with the Department will disqualify your bid from being considered and may constitute a criminal offence.

**Costs and Expenses**

1. You will not be entitled to claim from the Department any costs or expenses which you may incur in preparing your bid whether or not your bid is successful.

**Feedback**

1. Following the award of grants, feedback will be available to unsuccessful bidders on request.

**Freedom Of Information**

1. The Department is committed to open government and to meeting its responsibilities under the Freedom of Information Act 2000. Accordingly, all information submitted to the Department may need to be disclosed in response to a request under the Act. If you consider that any of the information included in your proposal is commercially sensitive, please identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity. You should be aware that, even where you have indicated that information is commercially sensitive, we may still be required to disclose it under the Act if a request is received. Please also note that the receipt of any material marked ‘confidential’ or equivalent by the Department should not be taken to mean that we accept any duty of confidence by virtue of that marking. If a request is received, we may also be required to disclose details of unsuccessful proposals.

**State Aid**

1. State Aid rules must be adhered to. State Aid is a European law term which refers to forms of financial support from a public body or publicly-funded body, given to organisations engaged in economic activity on a selective basis, which has the potential to distort competition and affect trade between member states of the European Union. Unauthorised State Aid is unlawful aid and if public authorities award State Aid in breach of the rules, the European Commission has the power to require repayment with interest from the aid beneficiary. State Aid may be permitted if it falls under a certain threshold. This is known as de minimis aid. Currently the total de minimis aid granted to any one organisation must not exceed €200,000 over any period of three financial years.
2. Therefore, if you have received State Aid from any public body in the previous three financial years you must let us know on the application form. If your organisation has received State Aid in the previous three financial years below the de minimis threshold, this may well limit the amount that you are eligible for.

**Government Efficiency Spending Controls: Marketing and Advertising**

1. As part of the Government’s commitment to efficiency controls, bidders should be aware that there are restrictions on what grant funding can be used for in relation to all paid-for communications and marketing activities. The controls apply to most communications activity including printing and publications, events, PR and digital communications activity. Exemptions may be granted for essential activities where cost effectiveness can be evidenced and where other no cost or low cost options have been exhausted.
2. Exemptions for expenditure under £100k can be approved by the Department (through the Director of Communications) where proposed communications related activity is judged to be critical to delivery of the project and meeting agreed national priorities for the government.
3. We do not envisage that projects will bid for expenditure over £100k on communications and marketing related activities, but if requested these would need exemption clearances from within the Department and also the Cabinet Office in line with the Government’s Marketing and Advertising Efficiency Controls. Therefore organisations whose proposals fall into this category may need to provide further information which might result in a delay in clearing funding.

**Transfer of Undertakings (Protection of Employment) Regulations**

1. Bidders should note that New Schools Network, (the **Current Grant Recipient**), currently receives grant funding to support Academy Ambassadors. Depending on how the successful bidder decides to deliver the support described in this ITB, the Transfer of Undertakings (Protection of Employment) Regulations 2006 (**“TUPE”**) may or may not apply to staff employed by the Current Grant Recipient. Based on information provided by the Current Grant Recipient we understand there are currently six employees potentially in scope to transfer if TUPE applies with a total salary bill of £173,060 per annum. Five of these employees are on fixed term contracts ending on 31 March 2018. The Department makes no representations or guarantees in this regard and bidders must satisfy themselves through their own investigations as to whether TUPE may apply and consider the implications and steps which may need to be taken to comply with TUPE if applicable.

**Qualification Questionnaire**

1. The Department reserves the right not to proceed with further evaluation of any bid that fails to meet the requirements detailed in the Qualification Questionnaire, Document 4.

**Evaluation Criteria**

1. Your response to the bid specification will be evaluated using the criteria set out in Document 3.

**Bid Period**

1. Due to the intensive evaluation process the Department requires bids to remain valid until a final decision is made and the grant is awarded.

**Basis of the Grant**

1. The specification in Document 2, and the Financial Agreement, together with any special requirements, will form the basis of the Agreement between the successful bidder and the Secretary of State for Education.

**Format of Bids**

1. Bids must follow this format:

**Section 1** Table of Contents

**Section 2** Meeting the Specification (see Documents 2 and 3)

**Section 3** Qualification Questionnaire and Declaration (see Document 4)

**Conclusion**

1. Whilst every endeavour has been made to give bidders an accurate description of the Department's requirement, bidders should make their own assessment about the methods and resources needed to meet those requirements.

**DOCUMENT 2**

**SPECIFICATION FOR PROVIDING THE ACADEMY AMBASSADORS SERVICE**

**Introduction**

1. Governing boards, including the boards of academy trusts, are the vision setters and strategic decision makers for their schools. Their role includes creating robust accountability for executive leaders by using and being familiar with objective data on the performance of pupils, teachers and finances in order to ask the right questions. It means ensuring resources are allocated to strategic priorities and safeguarding the highest standards of financial propriety.
2. As set out in the Social Mobility Action Plan, the Department is prioritising its reach of the Academy Ambassadors programme to benefit more areas of chronic and persistent educational underperformance.
3. The Academy Ambassadors service exists to help academy trusts to recruit high-calibre individuals from the world of business to their boards, where they will join others with complementary forms of expertise to fulfil the role described above (and set out in more detail in the Governance Handbook and the Academies Financial Handbook). The Department is looking for an exceptional organisation to deliver the Academy Ambassadors service; and in particular in areas where the challenges of educational underperformance and low social mobility are greatest.
4. We will grant fund the organisation for two years from 1 April 2018 (with the Department retaining the option to extend the grant for a third year upon agreement from the provider). We are accepting bids from organisations that have the capability and a clear strategy for achieving our aims for the recruitment of high-calibre business leaders to the boards of academy trusts.

**Background**

1. Since its inception in 2013, the Academy Ambassadors service has provided a means of matching senior leaders from the world of business and the professions with the boards of academy trusts. These business leaders are prepared to offer their time, experience and expertise as trustees (or ‘non-executive directors’) on a pro-bono basis to academy trusts, including large, complex trusts with substantial budgets.
2. The number of non-executive-directors (NEDs) appointed by month through Academy Ambassadors has shown a consistent upward trajectory since 2013. By April of this year, over 480 business leaders had been placed on trust boards. A number of these appointments have been to the position of Chair.
3. The service is highly regarded by users. In particular, academy trusts note the high calibre of the candidates placed. Academy Trusts and Regional Schools Commissioners attest to the value added by experienced and high calibre Academy Ambassadors appointees. In the same way, NEDs appear to feel well matched and well prepared by the intensive and targeted recruitment approach offered through Academy Ambassadors.
4. It has been estimated that, by the end of 2018-19, the value of the time devoted to their trusts by the 2016-17 cohort of Academy Ambassador NEDs will be eight times the original investment in funding the service in that year.
5. The Academy Ambassadors service is currently provided by New Schools Network. As has been the case since the inception, the Head of the service has been seconded from the Department for Education. Further information on current provision of the service can be found at <https://www.academyambassadors.org/>.

 **Building on the success of Academy Ambassadors**

1. Academies are now a significant force in our education system. As of 1 December 2017, there are now over 6800 open academies in England.  Over 70% of state-funded secondary schools are academies or free schools.
2. There will be a continuing need for high-quality NEDs, with strong strategic and financial acumen, on the boards of academy trusts, from those that have reached a considerable size already to those that are small but operating in areas of high need or on the verge of expanding. We envisage a continuing and important role for the kind of service provided by Academy Ambassadors with a new focus on strengthening academy governance and, ultimately, educational outcomes in areas where this is most needed.

**The service to be provided**

1. The provider will be expected to deliver two principle functions:
* Matching high calibre business leaders with academy trusts

This will involve:

* + ensuring that Academy Ambassadors has a high profile among both the academies sector and the business sector so that potentially interested parties are aware of the service – this will include running an attractive, high-quality website where visitors can learn more about the service, how it works, the impact it can have and how to take forward their interest;
	+ working with academy trusts and Regional Schools Commissioners to identify trust boards where additional business expertise would improve the governance of the trust (eg the introduction of effective integrated curriculum and financial planning); and any skills or background that would be particularly desirable in light of the opportunities and challenges the trust is facing;
	+ working with the business community and business organisations to identify high-calibre, senior leaders from the sector with a strong interest in helping to improve schools and willing to offer their time, experience and expertise as trustees (or ‘non-executive directors’) on a pro-bono basis to academy trusts;
	+ analysing the information gathered on trusts and business leaders to identify potential strong matches;
	+ introducing trusts and business leaders and securing successful matches that have a positive impact on the performance and sustainability of the trust.
* Helping business leaders taking part in the programme to understand the context of the programme and the role of a trustee (NED) on academy boards.
	+ The themes we would expect to be covered in building the understanding of participants include: the overall direction of education policy; the academies programme as a whole; and academy governance and the role that Chairs and trustees play within it.
	+ This could entail, for example, producing high-quality induction packs and a range of other resources; and running high-quality events (including an annual conference) that will enthuse and inform participants and give them the grounding they need to succeed in their roles on trust boards.
1. In delivering these functions, the provider will be expected to show particular progress in areas of chronic and persistent underperformance, where not enough children have access to a high quality school place, and there is currently insufficient capacity to drive improvement; and especially in:
* ‘Opportunity Areas’: West Somerset; Norwich; Blackpool; North Yorkshire coast; Derby; Oldham; Bradford; Doncaster; Fenland and Cambridgeshire; Hastings; Ipswich; Stoke-on-Trent. These are twelve areas of England in which social mobility is low. The primary purpose of Opportunity Areas is to focus local and national resources on a common goal: to increase social mobility. For more information, see <https://www.gov.uk/government/publications/social-mobility-and-opportunity-areas>.
* parts of England that also come within the area covered by the Northern Powerhouse. See <https://northernpowerhouse.gov.uk/>
1. This will mean stimulating strong interest in the programme, and creating successful matches, among academy trusts and business leaders in these areas.
2. Below is an indicative list of 108 priority areas across all eight regions in which Regional Schools Commissioners operate.

|  |  |  |
| --- | --- | --- |
| **East Midlands & Humber RSC Region** | * Amber Valley
* Ashfield
* Barnsley
* Bolsover
* Broxtowe
* Chesterfield
* Derby
* Doncaster
* East Lindsey
* East Riding of Yorkshire
* Erewash
* High Peak
* Kingston upon Hull
 | * Leicester
* Lincoln
* Mansfield
* Newark and Sherwood
* North East Derbyshire
* North East Lincolnshire
* Nottingham
* North Lincolnshire
* Sheffield
* South Derbyshire
* South Holland
 |
| **Lancashire & West Yorkshire RSC Region** | * Blackpool
* Bradford
* Burnley
* Halton
* Kirklees
* Knowsley
* Liverpool
* Oldham
* Pendle
 | * Rochdale
* Salford
* Sefton
* St. Helens
* Tameside
* Warrington
* Wirral
 |
| **North RSC Region** | * Allerdale
* Carlisle
* Eden
* Middlesbrough
 | * Northumberland
* Scarborough
 |
| **East of England and North East London RSC Region**  | * Babergh
* Braintree
* Breckland
* East Cambridgeshire
* Fenland
* Forest Heath
* Great Yarmouth
* Huntingdonshire
* Ipswich
 | * King’s Lynn and West Norfolk
* Mid Suffolk
* Norwich
* Peterborough
* St Edmundsbury
* Tendring
* Waveney
 |
| **North West London & South Central RSC Region** | * Bracknell Forest
* Corby
* Daventry
* East Northamptonshire
* Kettering
* Luton
 | * Milton Keynes
* Northampton
* Reading
* Stevenage
* Wellingborough
 |
| **South London & South East RSC Region** | * Arun
* Ashford
* Basingstoke and Deane
* Crawley
* Gosport
* Gravesham
* Hastings
* Havant
 | * Isle of Wight
* Lewes
* Medway
* Portsmouth
* Thanet
* Worthing
 |
| **South West RSC Region** | * Swindon
* Torridge
* West Somerset
 | * Weymouth and Portland
 |
| **West Midlands RSC Region**  | * Cannock Chase
* Coventry
* Dudley
* East Staffordshire
* North Warwickshire
* Nuneaton and Bedworth
* Sandwell
* South Staffordshire
* Stafford
 | * Staffordshire Moorlands
* Stoke-on-Trent
* Tamworth
* Telford and Wrekin
* Walsall
* Wolverhampton
* Wychavon
* Wyre Forest
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**Volume**

1. In the current six-month period (September 2017 – March 2018), the Academy Ambassadors service is subject to Key Performance Indicators of:
* 66 appointments to academy boards, including six Chair appointments and a minimum of 23 appointments within the three northern RSC regions (North; Lancashire and West Yorkshire; and East Midlands and the Humber;)
* an additional 17 appointments within the Northern Powerhouse area.
1. Applicants are invited to explain in their applications how they would achieve a similar or greater number of appointments with an increased focus on priority areas.

**Value of grant and organisations eligible to bid**

1. We envisage awarding a grant in the region of £1.55m (inclusive of VAT) covering the years 2018-19 and 2019-20. Bidding organisations are invited, if they wish, to set out how they could deliver the service under the existing arrangement through which the current Head of Academy Ambassadors, seconded from the Department, retains this position. This would need to be reflected in a reduction in the overall value of the bid in keeping with the deployment of a civil servant within a pay band of £55,431-£65,187.
2. Bids are welcome from a wide range of sources: charitable sector organisations, social enterprises and other not-for-profit organisations, and the private sector. Consortium bids are also welcome though applications will need to make clear which organisation is in the lead, how the different organisations will collaborate and the likely division of responsibilities.

**Management Information**

1. The successful grant recipients will be asked to provide management information to meet the needs of the Department. These will be subject to further negotiation but the Department’s minimum information needs are:

• monthly written reports on achievement of key outcomes and milestones as set out in the delivery plan; and

• two meetings per grant funded year with DfE policy leads to review overall performance and to set new KPIs.

**Further information**

Further information on the academies programme is available at:

<https://www.gov.uk/government/policies/academies-and-free-schools>

Further information on academy governance is available at:

<https://www.gov.uk/government/publications/governance-handbook>

**DOCUMENT 3**

**EVALUATION CRITERIA**

Your bid should set out a response to the six requirements below, covering three key areas:

* Technical Assessment: a clear strategy for delivering the support required;
* Capacity and Capability: having people with the right skills, knowledge and behaviours and having the appropriate governance systems to deliver the service to the required standard;
* Finance:value for money for the tax-payer.

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| --- | --- | --- | --- |
|  | **Requirements** (each will be scored 0-5) | **Weighting** | **Maximum Marks** |
| **Technical Assessment**(200 marks) | 1. Matching high calibre business leaders with academy trusts - including within the priority areas

  | 30 | 150 |
| 1. Helping business leaders taking part in the programme to understand the context of the programme and the role of a trustee (NED) on academy boards

  | 10 | 50 |
| **Capacity and Capability**(200 marks) | 1. Demonstrating the right skills, knowledge and behaviours to deliver the service to the required standard
 | 30 | 150 |
| 1. Demonstrating the appropriate governance systems to ensure high performance and to manage risk
 | 10 | 50 |
| **Finance**(100 marks)  | 1. Costs
 | 20 | 100 |
| **TOTAL** |  |  | **500** |
| **Other** | Management information declaration | Not scored |

**Scoring each requirement**

Each requirement will be scored using a 0-5 rating. The descriptions in the table below will be used to ensure a consistent approach is used when scoring each requirement.

The score will then be multiplied by the weighting stated in the table above (e.g. a “satisfactory” answer to requirement A would receive 90 marks).

The maximum number of marks available to any bid is 500.

The evidence matrix below will be used to ensure a consistent approach is taken when scoring bids. Each section will be scored using the rating, multiplied by the weighting (stated in the table above).

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| --- | --- |
| **Rating** | **Description** |
| **0** | **No Evidence / no response** |
| **1** | **Poor response:** Very little evidence of appropriate capability, experience or expertise; poor understanding; major weaknesses or gaps in the information provided. |
| **2** | **Unsatisfactory:** Some evidence of appropriate capability, experience or expertise; meets requirements in some areas but with important omissions; weak or inappropriate evidence. |
| **3** | **Satisfactory:** Reasonable evidence of appropriate capability, experience or expertise. Meets most requirements but some minor omissions.  |
| **4** | **Very Good:** Detailed evidence provided of appropriate capability, experience or expertise; evidence shows clearly what will be provided and how it will be achieved. |
| **5** | **Excellent:** Very strong evidence of appropriate capability, experience, or expertise; all solutions offered are linked directly to the programme requirements, show how they would be achieved and the impact they will have on other partners. |

**Length of Bid**

We expect that bids will be no longer than 25-30 pages in length, (excluding annexes and responses to the Qualification Questionnaire).

**The Requirement~~s~~**

For requirements A and B, please provide an estimate of the number of staff (and the time they would commit to the service) and other resources needed and the costs of these.

Technical Assessment

[Total: 200 marks]

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| **Requirement A: Matching high calibre business leaders with academy trusts - including within the target areas [150 marks]** |
| Demonstrate that you will create successful matches at the volumes expected between business leaders and the academy trusts in need of the skills these individuals will bring.* What is your strategy for stimulating interest in Academy Ambassadors among business leaders and academy trusts? In particular, how will you stimulate concrete interest in the priority areas? How will you engage with Regional Schools Commissioners?
* How will you make sure that you capitalise on interest quickly, efficiently and in a user-friendly way? What are your plans for taking trusts and business leaders from expressing interest in the service through to completed appointments to trust board?
 |
| Higher scores will be awarded to bidders that:* set out a clear strategy for delivering the key outcomes;
* identify the main challenges and practical solutions to overcome them;
* demonstrate the ability to work effectively with stakeholders;
* propose a responsive, highly customer-focused approach.
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| **Requirement B: Helping business leaders taking part in the programme to understand the context of the programme and the role of a trustee (NED) on academy boards [50 marks]** |
| Demonstrate that you will help business leaders taking part in the programme to understand the context of the programme and the role of a trustee (NED) on academy boards. (Taking part in the programme means either having formally expressed interest in being matched with a trust or having recently joined a trust board.) * How will you help high-calibre, successful individuals from the world of business to understand the part they can play in academy governance and school improvement, particularly in areas characterised by disadvantage, low social mobility and educational performance? How will you help them to understand the wider context of the education system and education policy?
* How will you help prospective NEDs to understand the particular roles and responsibilities of trust boards? How will you ensure they are able to take up board roles feeling confident that they know enough about what is expected of them to be effective from an early stage?
 |
| Higher scores will be awarded to bidders that:* demonstrate a clear awareness of what business leaders need to be effective from the early stages of their role on trust boards and the challenges they may face;
* present a clear strategy for meeting these needs and addressing the challenges.
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| **Requirement C: Demonstrating the right skills, knowledge and behaviours to deliver the service to the required standard [150 marks]** |
| Demonstrate that you have access to the appropriate skills and knowledge either within your organisation or externally to deliver the service to the required standard. This includes access to individuals with skills and experience in:* providing education-related information and advice, especially to individuals and groups outside the sector;
* engaging with high-calibre, successful leaders from the business world – including through corporations, business networks and membership bodies - and mobilising these leaders to take on new challenges;
* influencing a wide range of educational stakeholders including Regional Schools Commissioners, CEOs of multi-academy trusts and Chairs of academy trust boards;
* fostering positive working relationships between individuals from the world of business and individuals whose background is in education;
* running a successful support service for either national or local government;
* working closely with civil servants and to Ministerial priorities;
* marketing, finances and project management.

*To provide evidence for the above, please ensure your bid includes an annex with the names and CVs of the key members of staff that will deliver the service. You should explain the role they will play and the percentage of time they will dedicate to the role. Please also include an organogram that makes clear where the work will sit within your organisation.* |
| Higher scores will be awarded to bidders that:* demonstrate they can access the specialised, bespoke knowledge and experience needed to bridge the gap between the worlds of business and education.
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| **Requirement D: Demonstrating the appropriate governance systems to ensure high performance and to manage risk [50 marks]** |
| Demonstrate that you have a governance structure, and roles and responsibilities that will ensure high performance and accountability. This should include:* identifying the key risks facing your proposal and the probability of their occurrence; and explaining your plans for mitigating risks and controlling them if they materialise;
* having key metrics for measuring the success of the service;
* identifying any conflicts of interest and setting out how you will manage them (please include perceived and potential conflicts of interests as well as actual ones);
* having a security plan that protects departmental and personal data and adheres to any relevant data regulations.
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| **Requirement E: Value for money [100 marks]** |
| You have already been asked to provide an estimate of the number of staff, other resources and the full costs associated with delivering the service in your responses to requirements A and B. You are now asked to identify and summarise these costs in a clearly identifiable way so that they can be compared to those from other bidders. The table below is provided as a guide only and may be changed as long as you include the information shown in the table below. Your costings must:* include a clear rationale for how you have devised the costings and explain the assumptions underpinning them and why you think they are realistic;
* break down the costs within each row so that it is clear where money will be spent;
* With the exception of management, governance and admin staff, quote all other staffing costs (as accurately as possible) under the individual strands in which they will be incurred;
* indicate if VAT is applicable on any activities, and if so, detail VAT in the relevant row as this will form part of the overall grant award.

The weighting of scores within the technical assessment section of the scoring framework (as set out above) should give bidders a very approximate indication of how they could allocate their spending. Bidders will need to demonstrate that their proposals offer the taxpayer value for money and efficient and effective delivery models are being used. Bidders must therefore provide a clear rationale for how they have devised the costings and explain the assumptions underpinning the costings and why they think these are realistic. A score of 5 (multiplied by the relevant weighting) will be awarded to a bidder whose proposal is in line with the funding budget and can demonstrate effectively how funding will be used to achieve the required outcomes. An excellent answer will include detailed projections of costs and planned expenditure in line with project milestones, together with a full breakdown of transparent costs within the table below. Any proposal that exceeds the amount of budgeted funding available will be awarded a score of zero. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Year 1****1 April 2018 to 31 March 2019****(£)** | **Year 2****1 April 2019 to 31 March 2020****(£)** | **Rationale** |
| **Matching high calibre business leaders with academy trusts - including within the priority areas**VAT (if applicable) |  |  |  |
| **Helping business leaders taking part in the programme to understand the context of the programme and the role of a trustee (NED) on academy boards**VAT (if applicable) |  |  |  |
| **Other staffing (management, governance, admin only)**VAT (if applicable) |  |  |  |
| **Travel and subsistence**VAT (if applicable) |  |  |  |
| **Running costs** (please break down)VAT (if applicable) |  |  |  |
| **Other (please identify)**VAT (if applicable) |  |  |  |
| **TOTAL** |  |  |  |

The grant is outside the scope of VAT. Bidders should indicate if VAT is applicable on any activities, and if so, include VAT separately in the relevant line as this will form part of the overall grant award to the applicant.

Payments will be made by BACS transfer following receipt of a valid invoice.

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| **Management Information (not scored)** |
| The Department will specify the format for providing management information as part of the process of issuing the grant agreement. Organisations which are subsequently awarded a grant will be required to agree on the approach to measuring and evaluating the project and the expected impact of planned outcomes.The successful grant recipients will be asked to provide management information to meet the needs of the Department. These will be subject to further negotiation, but will include as a minimum:* monthly written reports on achievement of key outputs and milestones; and
* two meetings per grant funded year with department policy leads to review overall performance and to set new key performance indicators (KPIs).

Your bid must indicate that you agree to this requirement in the box provided below. |
| Supplier Response: |

**DOCUMENT 4**

**Qualification Questionnaire and Declaration**

**Section 1 – Potential supplier organisation information**

Please answer the following questions below in full.

|  |  |
| --- | --- |
| Section 1 | Potential supplier organisation information |
| Question number | Question | Applicant Response |
| 1.1 | Full name of the potential supplier organisation submitting the information |  |
| 1.2 | Registered office address (if applicable) |  |
| 1.3 | Registered website address (if applicable) |  |
| 1.4 | Trading status 1. limited company (registered at Companies House)
2. limited liability partnership
3. other partnership
4. sole trader
5. third sector
6. Charity registered on the charity commission website
7. other (please specify your trading status)
 |  |
| 1.5 | Date of registration in country of origin |  |
| 1.6 | Company registration number (if applicable) |  |
| 1.7 | Charity registration number (if applicable) |  |
| 1.8 | Head office DUNS number Please provide us with your Dun and Bradstreet Number, or if a consortium, the lead bidder’s number. <http://www.dnb.co.uk/dandb-duns-number>The Department uses Dunn and Bradstreet Numbers to manage its data around grant recipients; we strongly encourage all grant recipients to apply for a free Dunn’s numbers. The link to apply is:-http://www.dnb.co.uk/myduns - add ‘GOVERNMENT GRANT RECIPIENT’ as a reason for requesting your D&B DUNS number.**NB. Do not delay returning your bid if you do not have a Dunn and Bradstreet number, returning your bid within the deadline is more important.** |  |
| 1.9 | Registered VAT number  |  |
| 1.10 | Trading name(s) that will be used if successful in this application |  |
| 1.11 | **Defining Different Types of Organisations**The Department for Education is keen to collect information about SMEs. We are particularly interested in discovering how many SMEs apply for our grants through the bidding process. Completion of the information below is for departmental information purposes only and will have no effect on the evaluation process outcomes. Government is committed to changing how it does business to make sure that small companies, charities and voluntary sector organisations are included and encouraged to compete for our grants.Relevant classifications (state whether you fall within one of these, and if so which one)1. Voluntary Community Social Enterprise (VCSE)
2. Sheltered Workshop
3. Public service mutual
4. Are you a Small, Medium or Micro Enterprise (SME)?
5. Other?
 |  |
| 1.12 | Are you proposing to use sub-contractors? | Yes/No |
| 1.13 | If you responded yes to question 1.12 above, please provide additional details for each sub-contractor in the following table:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  |  |  |  |  |
| Registered address |  |  |  |  |  |
| Trading status |  |  |  |  |  |
| Company registration number |  |  |  |  |  |
| Head Office DUNS number (if applicable) |  |  |  |  |  |
| Registered VAT number |  |  |  |  |  |
| Type of organisation |  |  |  |  |  |
| SME (Yes/No) |  |  |  |  |  |
| The role each sub-contractor will take in providing the works and /or supplies e.g. key deliverables |  |  |  |  |  |
| The approximate % of contractual obligations assigned to each sub-contractor |  |  |  |  |  |

 |  |

**Section 2 – Grounds for Mandatory Exclusion (Pass / Fail)**

Please answer the following questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit answers for section 2.

|  |  |
| --- | --- |
| Section 2 | Grounds for mandatory exclusion |
| Question number | Question | Applicant Response |
| 2.1  | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below. |
|  | Participation in a criminal organisation.  | YES / NOIf Yes please provide details at 2.2 |
|  | Corruption.  | YES / NO If Yes please provide details at 2.2 |
|  | Fraud.  | YES / NO If Yes please provide details at 2.2 |
|  | Terrorist offences or offences linked to terrorist activities | YES / NO If Yes please provide details at 2.2 |
|  | Money laundering or terrorist financing | YES / NO If Yes please provide details at 2.2 |
|  | Child labour and other forms of trafficking in human beings | YES / NO If Yes please provide details at 2.2 |
| 2.2 | If you have answered yes to question 2.1 please provide further details.Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,Identity of who has been convictedIf the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.3 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? | YES / NO  |
| 2.4 | **Non-Payment of Tax**Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | YES / NO  |
| 2.5 | If you have answered yes to question 2.4, please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines.**Please Note**: The DfE reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions |  |

**Section 3 – Grounds for Discretionary Exclusion (Pass / Fail)**

**The DfE may exclude any supplier who answers ‘Yes’ in any of the following situations set out in Question 3.1 – 3.2.** Note that every organisation that is being relied on to meet the selection must complete and submit answers for section 3, Questions 3.1 – 3.2.

The lead applicant organisation must answer all of the following questions below in full.

|  |  |
| --- | --- |
| Section 3 | Grounds for discretionary exclusion  |
|  | Question | Applicant Response |
| 3.1 | Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 3.1(a) | Breach of environmental obligations?  | YES / NO If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations?  | YES / NO If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations?  | YES / NO If yes please provide details at 3.2 |
| 3.1 (d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | YES / NO If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | YES / NO If yes please provide details at 3.2 |
| 3.1(f) | Aware of any conflict of interest due to the participation in the procurement procedure?NoteDfE shall take appropriate measures to effectively prevent, identify and remedy conflicts of interest arising in the conduct of a grant application process to avoid any distortion of competition and to ensure equal treatment of all supplier applicants | YES / NO If yes please provide details at 3.2 |
| 3.1(g) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | YES / NO If yes please provide details at 3.2 |
| 3.1(h) | Please answer the following statements* The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.
* The organisation has withheld such information.
* The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award.
 | YES / NO If Yes please provide details at 3.2YES / NO If Yes please provide details at 3.2YES / NO If Yes please provide details at 3.2 |
| 3.2 | If you have answered Yes to any of the questions 3.1(a) 3.1(h) above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Free Text Field |
| **Economic and Financial Standing (questions 3.3 – 3.3C )** |
| 3.3 | As the lead application organisation, are you able to provide a copy of your audited accounts for the last two years, if requested? If yes, please provide separate documents as part of your response.If no, can you provide **one** of the following 3.3(a) – 3.3(c) answer with Y/N in the relevant box. | Yes/No |
| 3.3(a) | A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes/No |
| 3.3(b) | A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes/No |
| 3.3(c) | Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes/No |
| **Technical and Professional Ability (3.4 – 3.6)** |
| 3.4 | **Relevant experience and contract examples**Please provide details of up to three grants or contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Examples provided should have been performed during the past three years. The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.Consortia bids (if applicable?) should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the organisation / consortium is newly created for the purpose of this grant) then three separate examples can be provided between the principal member(s) of the proposed consortium (three examples are not required from each member).If you cannot provide examples see question 3.5 |
|

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Example 1** | **Example 2** | **Example 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of grant / contract**  |  |  |  |
| **Grant / Contract Start date** |  |  |  |
| **Grant / Contract completion date** |  |  |  |
| **Estimated value** |  |  |  |

 |
| 3.5 | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s)Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance  | Free Text Field |
| 3.6 | If you cannot provide at least one example for questions 3.4, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | Free Text Field |

**Section 4 - Additional Questions (Not Scored)**

Please answer all of the following questions below in full.

Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence if they are successful at grant award stage.

|  |  |  |
| --- | --- | --- |
| **Section 4** | **Additional Questions** - **Insurance** | **Applicant Response** |
| 4.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Y/N Employer’s (Compulsory) Liability Insurance = £5MPublic Liability Insurance = £5MProfessional Indemnity Insurance = £1M\*It is a legal requirement to hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |  |

|  |
| --- |
| **DECLARATION****Note:** Please ensure that a person who is appropriately authorised to act on behalf of your organisation(s) completes the following declaration.I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this grant application. I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.I am aware of the consequences of serious misrepresentation. |
| 1 ...............................................……………………………. (Name of tenderer) declares that we accept the Department’s standard terms and conditions included at Document 4 Attachment 1 as the basis of the grant; and2 agree that the Department may disclose the Grant Recipients’ information/documentation (submitted to the Department during this invitation to bid / call for proposal) more widely within Government for the purpose of ensuring effective cross-Government procurement processes, including value for money and related purposes.3 declare that we have not communicated to any other party the amount or approximate amount of the bid costs other than in confidence and for the express purpose of obtaining insurances or a bond in connection with this bid. The bid costs has not been fixed nor adjusted in collusion with any third party, and4 declare that the bid will remain valid until a final decision is made and the grant is awarded.and that we are not entitled to claim from the Department any costs or expenses incurred in preparing the bid or subsequent negotiations whether or not the bid is successful. |
| **FORM COMPLETED BY** |
| Contact Name: |  |
| Position (Job Title): |  |
| Signature (electronic is acceptable) |  |
| Date: |  |
| Telephone number: |  |
| Email Address: |  |

**END OF DOCUMENT**